

Service Request 80661

Separation Reason Codes

October 24, 2003

Updated October 31, 2003

1.0 Background

As part of the process to define new severance payment tracking (SR 80637), campuses requested the addition of new Separation Reason Codes (EDB 0141) to track layoffs with severance and layoffs with reduced severance and rehire/recall rights. HR&B decided to combine this request with several other requests for new or modified severance reason codes.

2.0 PPS Modifications

2.1 Data Element Valid Values

Several new code values and translations should be added to the list of valid values for Data Element EDB 0141, 'Separation Reason Code'. In addition, HR&B is requesting that the translations for four values be slightly modified and that two values be made obsolete. See Attachment A for a draft data dictionary page showing proposed values (highlighted in gray), modifications (in yellow), and obsolete codes (dark yellow).

2.2 Help Text

The new code values and descriptions, listed below, should be added to the help text for EDB 0141:

AM	- Resignation - moved out of area
AN	- Resignation - no reason given
BC	- Visa/work authorization expired
CD	- Termination of casual restricted appointment
CE	- Graduation/no longer enrolled as a student
CF	- Per diem release
CG	- Indefinite layoff with severance
CH	- Indefinite layoff with reduced severance and rehire/recall rights
CI	- Indefinite layoff with no severance or rehire/recall rights
ED	- Job abandonment
EE	- Never started employment
EF	- No longer certified or licensed
EG	- Do not rehire - settlement (employee agrees not to return)
RF	- Retirement - faculty

The following existing codes and corresponding descriptions should be modified to read:

AF	- Family and/or child care
BB	- Appointment/contract appt expired
CA	- Indefinite layoff with rehire/recall rights
RD	- Retirement - compulsory for SMG and regents' officers

The following existing codes, now obsolete, should be removed from the help text:

RB	- Retirement - voluntary
RC	- Retirement - faculty early

2.3 Code Translation Table

Translations for the new code values should be added to the CTT. The following new translations are suggested:

<u>Data Element</u>	<u>Value</u>	<u>Length</u>	<u>Translation</u>
EDB 0141	AM	20	Resignation - moved
EDB 0141	AM	25	Resignation - moved
EDB 0141	AM	33	Resignation - moved out of area
EDB 0141	AN	20	Resign - no reason
EDB 0141	AN	25	Resignation - no reason
EDB 0141	AN	33	Resignation - no reason given
EDB 0141	BC	20	Work auth expired
EDB 0141	BC	25	Visa/work auth expired
EDB 0141	BC	33	Visa/work authorization expired
EDB 0141	CD	20	Term casual restrict
EDB 0141	CD	25	Term casual restrict appt
EDB 0141	CD	33	Term: casual restricted appt
EDB 0141	CE	20	Grad/not student
EDB 0141	CE	25	Grad/no longer student
EDB 0141	CE	33	Graduation/no longer student
EDB 0141	CF	20	Per diem release
EDB 0141	CF	25	Per diem release
EDB 0141	CF	33	Per diem release
EDB 0141	CG	20	Layoff: severance
EDB 0141	CG	25	Layoff with severance
EDB 0141	CG	33	Indefinite layoff with severance
EDB 0141	CH	20	Layoff: sev & rehire
EDB 0141	CH	25	Layoff: sev & rehire
EDB 0141	CH	33	Layoff: severance & rehire/recall
EDB 0141	CI	20	Layoff:no sev/recall
EDB 0141	CI	25	Layoff:no sev/recall
EDB 0141	CI	33	Layoff: no severance or recall
EDB 0141	ED	20	Job abandonment
EDB 0141	ED	25	Job abandonment
EDB 0141	ED	33	Job abandonment
EDB 0141	EE	20	Never started
EDB 0141	EE	25	Never started employment
EDB 0141	EE	33	Never started employment
EDB 0141	EF	20	No longer certified
EDB 0141	EF	25	No longer certified
EDB 0141	EF	33	No longer certified or licensed
EDB 0141	EG	20	No rehire:settlement
EDB 0141	EG	25	Do not rehire: settlement
EDB 0141	EG	33	Do not rehire: settlement
EDB 0141	RF	20	Retirement: faculty
EDB 0141	RF	25	Retirement: faculty
EDB 0141	RF	33	Retirement: faculty

The following existing code translations should be updated:

<u>Data Element</u>	<u>Value</u>	<u>Length</u>	<u>Old Translation</u>	<u>New Translation</u>
EDB 0141	CA	20	Indefinite layoff	Layoff:rehire/recall
EDB 0141	CA	25	Indefinite layoff	Layoff with rehire/recall
EDB 0141	CA	33	Indefinite layoff	Layoff with rehire/recall rights
EDB 0141	AF	20	Marital/Domestic	Family/child care
EDB 0141	AF	25	Marital/domestic duties	Family and/or child care

EDB 0141	AF	33	Marital/Domestic Duties	Family and/or child care
EDB 0141	BB	20	Appointment Expired	Appt/contract expire
EDB 0141	BB	25	Appointment Expired	Appt/contract appt expire
EDB 0141	BB	33	Appointment Expired	Appt./contract appt. expired
EDB 0141	RD	33	Retirement-Compulsory	Retirement-SMG Compulsory

The following existing code translations are no longer in use and can be made obsolete:

<u>Data Element</u>	<u>Value</u>	<u>Length</u>	<u>Translation</u>
EDB 0141	RB	20	Rtrmt-Voluntary
EDB 0141	RB	25	RETIREMENT: VOLUNTARY
EDB 0141	RB	33	Retirement-Voluntary
EDB 0141	RC	20	Rtrmt-Faculty Early
EDB 0141	RC	25	RETIREMENT: FACULTY EARLY
EDB 0141	RC	33	Retirement-Early

2.4 Form Modifications

HR&B will request that the UCOP Forms Coordinator incorporate the requested additions and modifications into Form U5602 “Unemployment Insurance Termination Report”.

3.0 CPS Mapping

The new values should be mapped to the following CPS values for Separation Reason Code (CPS0152):

PPS Code	Translation	CPS Code	Translation
AM	Resignation - moved out of area	01	Resignation (other than for health reasons)
AN	Resignation - no reason given	01	Resignation (other than for health reasons)
BC	Visa/work authorization expired	07	Expiration of Appointment
CD	Termination of casual restricted appointment	09	Termination (Staff casual and casual/restricted)
CE	Graduation/no longer enrolled as a student	01	Resignation (other than for health reasons)
CF	Per diem release	12	Termination; separation
CG	Indefinite layoff with severance	08	Layoff (Academic, Staff Career)
CH	Indefinite layoff with reduced severance and rehire/recall rights	08	Layoff (Academic, Staff Career)
CI	Indefinite layoff with no severance or rehire/recall rights	08	Layoff (Academic, Staff Career)
ED	Job abandonment	05	Dismissal (Academic, Staff Career)
EE	Never started employment	05	Dismissal (Academic, Staff Career)
EF	No longer certified or licensed	05	Dismissal (Academic, Staff Career)
EG	Do not rehire - settlement (employee agrees not to return)	05	Dismissal (Academic, Staff Career)
RF	Retirement - faculty	10	Retirement/Change to Emeritus Status

In addition, because the current Separation Reason Code values ‘RB’ and ‘RC’ will be made obsolete, they no longer need to be mapped to their corresponding CPS values.

Attachment A

System Number: EDB0141

User Access Name: 0141-2

Programming Name: SEPARATION_REASON IN PPPPER

Revision Date: 01/31/01

Comments

Uses(s) : Reporting
Location(s) : BAS 1046 - Separation Reason Code-BAS in HDB
 APS 0152 - Separation Reason Code (Coding is different)
 CPS 0152 - Separation Reason Code (Coding is different)
 IPS 0152 - Separation Reason Code (Coding is different)
 OPP 0152 - Separation Reason Code (Coding is different)

Name: SEPARATION_REASON_CODE-EDB

Type: ALPHANUMERIC

Length: 2

Format

N/A

General Description

Code indicating the reason for an employee's separation from the University.

Code Interpretation

EDB 0141 SEPARATION_REASON_CODE

AA - To accept another job
AB - To look for another job
AC - Self employment
AD - Dissatisfied with job
AE - Pregnancy, did not desire leave
AF - Family and/or child care
AG - Health
AH - To attend school
AI - Military service
AJ - Failed to return from leave
AK - Other
AL - Resignation - accept job at newly created health corporation (Same Desk Rule)

- AM - Resignation - moved out of area
- AN - Resignation - no reason given
- BA - Grant/contract expired
- BB - Appointment/contract appt expired
- BC - Visa/work authorization expired
- CA - Indefinite layoff with rehire/recall rights
- CB - Termination of limited employee
- CC - Termination of other casual employee (on-call)
- CD - Termination of casual restricted appointment
- CE - Graduation/no longer enrolled as a student
- CF - Per diem release
- CG - Indefinite layoff with severance
- CH - Indefinite layoff with reduced severance and rehire/recall rights
- CI - Indefinite layoff with no severance or rehire/recall rights
- CL - Layoff - accept job at newly created health corporation (Same Desk Rule)
- DA - Released during probationary period
- EA - Lack of performance
- EB - Misconduct
- EC - Quit without notice
- ED - Job abandonment
- EE - Never started employment
- EF - No longer certified or licensed
- EG - Do not rehire - settlement (employee agrees not to return)
- GA - Medical separation
- I4 - Inactive for 4 consecutive months
- JA - Change to emeritus status
- KA - Death
- LA - Other - termination (coaches, management program) or separation (per diem nurses, vocational nurses)
- RA - Retirement - regular
- RB - Retirement - voluntary
- RC - Retirement - faculty early
- RD - Retirement - compulsory for SMG and regents' officers
- RF - Retirement - faculty

Key:

- AA - change to existing value
- AA - new value
- AA - obsolete